

REQUEST FOR APPLICATIONS (RFA) - #CFSA-09-RFA-0005

Government of the District of Columbia
Child and Family Services Agency

FAMILY TREATMENT COURT TRANSITIONAL HOUSING PROGRAM

Pursuant to the *Child and Family Services Grant-Making Amendment Act of 2008*, D.C. Law 17-199, effective July 18, 2008 (D.C. Official Code § 4-1303.03(a-1)), the District of Columbia Child and Family Services Agency (“CFSA”) invites qualified applicants to submit applications for grant funding to provide transitional housing and supportive services in the District of Columbia for participants in the Family Treatment Court.

The Family Treatment Court (FTC) is a comprehensive court-supervised treatment program funded through CFSA and administered through the Department of Health’s Addiction Prevention and Recovery Administration (APRA). The FTC is targeted to enhance family reunification through the provision of front-end services and complies with the Adoption and Safe Families Act timelines. The first phase of treatment involves up to six months of intensive residential treatment at a facility where the women may bring up to four of their children (0-10 years) for the duration of their stay. Upon completion of the residential treatment program, women must complete six months (minimum) of community-based continuing care.

The Family Treatment Court Transitional Housing Program serves to prevent the disruption of placements due to lack of housing upon transition from residential treatment. Services are focused on meeting the needs of FTC clients who are in need of stable housing and who have transitioned into community-based continuing care. Upon discharge from the program, each family will have attained stability in housing, work, recovery, and contributing to the community.

Selection and notification of grant award is scheduled for **April 2009**. Up to four (4) grants will be awarded. Anticipated total funding for the project is \$90,000. Successful applicants will be funded for one (1) year for a total of twelve (12) months. Applicants must demonstrate capacity to accept families and provide services beginning in **May 2009**.

Request for Applications Release Date: Tuesday, February 17, 2009

Application Submission Deadline: Tuesday, March 31, 2009

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

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Applicant Checklist: Family Treatment Court Transitional Housing Program Grant

- The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- The Program Budget is complete and complies with the Budget Form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed on **8 ½ by 11-inch paper, double-spaced, on one side (no single spacing). Applications that do not conform to this requirement will not be forwarded to the review panel.**
- The Application Summary section is complete and is within the page limit for this section of the RFA submission.
- The Organizational Experience and Qualifications of applicant is complete and is within the 2-page limit for this section of the RFA submission.
- The Project Narrative section is complete and is within the 10-page limit for this section of the RFA submission.
- **The applicant is submitting the required four (4) copies of its application, including the original and three (3) copies. Applications will not be forwarded to the review panel if the applicant fails to submit the required four (4) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to Child and Family Services Agency's Contracts and Procurement Administration no later than 5:00 p.m., on the deadline date of **Tuesday, March 31, 2009.**
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

**District of Columbia
Child and Family Services Agency (CFSA)**

Request for Applications (RFA)

FY2009 Family Treatment Court Transitional Housing Program

SECTION I: GENERAL INFORMATION

The Child and Family Services Agency (CFSA) has funds available to create a transitional housing and supportive services program to serve families who have completed the residential component of the Family Treatment Court (FTC) and are preparing to transition into continuing care.

CFSA will award up to four (4) grants to fund a minimum of six (6) slots for transitional housing and supportive services to be utilized by participants from the Family Treatment Court. Funding for each slot shall be for a period not to exceed twelve (12) months. These funds will subsidize the cost of supportive services, security deposits, rent for up to one year and furniture (where needed). The FTC Transitional Housing Program will serve a minimum of six (6) families who have completed residential substance abuse treatment and have transitioned to the continuing care phase of FTC.

CFSA will fund programs that allow parents immediate access to concrete resources that can strengthen and stabilize the family, facilitate collaborative partnerships, and that promote protective factors within children and families to reduce risk, build family capacity, and foster resilience. Preference will be given to those programs that demonstrate long-term engagement and continued support for families after services have ended. Applicants may propose a model that is part of a larger existing program within their organization.

Organizations will be expected to serve a minimum of two (2) families at the same time but may apply to serve more families. Organizations must be ready to accept referrals and begin providing services beginning in **May 2009**.

Background and Need

The Family Treatment Court (FTC) is a comprehensive court-supervised substance abuse treatment program funded through CFSA and administered through the Department of Health's Addiction Prevention and Recovery Administration (APRA). Services are provided to mothers/female guardians whose children are the subject of a child neglect case. Women who participate in the FTC must stipulate to the allegations of child neglect. The FTC is targeted to enhance family reunification through the provision of front-end services and complies with the federal Adoption and Safe Families Act (ASFA) timelines.

The first phase of treatment involves up to six months of intensive residential treatment at a facility where the women may bring up to four of their children (0 to 10 years) for the duration of their stay. Upon completion of the residential treatment program, women must complete six months (minimum) of community-based continuing care. This intense aftercare program includes rehabilitation services, ongoing monitoring, job training, and developing networks of support.

As many of the women who enter the treatment program are homeless, one of the greatest challenges facing women who leave residential treatment is the lack of available housing. The FTC has worked with its partners in the District of Columbia to identify appropriate transitional housing where available. In the absence of available housing, women must remain at the residential facility while in continuing care until such time housing can be identified and secured. CFSA is seeking transitional housing programs to assist in the provision of stable housing resources for women and their children who are exiting residential treatment. Through the provision of intensive case management and supportive services, the FTC Transitional Housing Program is focused on meeting the housing and resource needs of families in recovery from substance abuse.

Target Population

CFSA and FTC shall jointly identify the families to be served under this agreement. Families shall meet the eligibility criteria agreed to by the transitional housing provider, CFSA and FTC. All families to be served in this program shall complete the residential component of the Family Treatment Court Program and be referred by the Family Treatment Court Coordinator. Only families referred and approved by the Family Treatment Court Coordinator shall be funded under the grant.

As a lead agency for the program, the Grantee shall coordinate all services. Services provided to families accepted into the Transitional Housing Program will include:

- Family-involved meeting during initial placement and prior to discharge from the program.
- Comprehensive assessment of each parent and family.
- Intensive case management services, including (minimum) weekly meetings for the first six months, development of a comprehensive Family Service Plan, and regular Service Plan updates.
- Assignment to an individual residential unit which may be part of a main facility, apartment complex or stand-alone dwelling.
- Establishment of an escrow account for monthly savings to be deposited by each parent and held by the Grantee until discharge from the transitional housing program. Escrow accounts shall be established within the first thirty (30) days of the resident's entry into the program
- Subsidy for monthly rent combined with portion paid by each parent depending on income and as calculated by the standard HUD formula.
 - During the period of funding by CFSA (not to exceed 12 months), rental contributions made by the parent shall be deposited into an escrow account held

by the Grantee. Within thirty (30) days of discharge from the program, 100% of the funds held in escrow in the parent's name shall be given to the parent.

- Parent skills training and counseling supports.
- Weekly evening support and life skills groups.
- Weekly recovery group as well as individual addictions counseling.
- Financial management training and credit repair skills.
- Child care during parents' groups.
- Emergency assistance in the case of unexpected events and crises.
- Assistance with securing resources for permanent housing.
- Linkages to the community including organization of family events and outings
- Activities that support parent involvement in their child's education
- Referrals for and follow-up of services not provided within the program, which may include:
 - Career assessment
 - Physical health/dental care
 - Infant/child care
 - Children's recreational and after school services
 - Legal services
 - Mental healthcare/therapy
 - Domestic violence services
 - High school diploma or equivalent programs
 - Job training/vocational rehabilitation
 - Job counseling and placement
 - Professional clothing and follow-up services.

Preference will be given to those programs that demonstrate capacity to provide supportive services on-site. Families may remain in the Transitional Housing program for up to a maximum of two (2) years. Funding under the terms of the grant agreement shall not exceed twelve (12) months per family. Applicants shall demonstrate how families will be maintained within the program for an additional twelve (12) months after CFSA funding has ended. Upon their transition out of the program, each family will have attained stability in housing, work, recovery, and contributing to the community.

A family that completes their personal goals as detailed in the individual service plan within a shorter timeframe may be discharged from transitional housing in less than two years. In cases where the parent is not meeting program goals, there may be grounds for discharge prior to program completion. This may include but is not limited to a parent who is not adhering to program regulations, who is actively using substances, or whose children have been removed. Grantees shall not discharge any family from transitional housing without prior notification and approval by the Family Treatment Court Coordinator and the Grant Officer.

The target population will also need support services in the following categories:

a) Mental health services

- c) Behavioral and social skills development
- e) Individual, group and family counseling
- f) Therapeutic recreation

These additional services may be matched from sources other than this grant. The grantee shall demonstrate linkages with other service providers, District agencies serving children, youth and families, and community-based organizations to connect families to needed services that extend beyond the scope of services funded through this grant.

Eligible Organizations/Entities

Applications are requested only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the program but must identify a lead applicant. The lead applicant will be responsible for identifying how the components shall be integrated, including overall program funding sources. Successful applicants shall provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, including relevant District and local jurisdiction licensure requirements, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

Applicants who hold current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, are eligible to apply provided the services under the Family Treatment Court Transitional Housing Program do not conflict with a current Grant or Contract Agreement. Such applicants must identify potential areas of conflict of interest in the delivery of services to children and families involved with CFSA, and demonstrate how services under this funding announcement shall not conflict with or compromise other existing grant or contractual obligations.

Funding

Funds currently made available are appropriated by the Council of the District of Columbia through CFSA.

Award Period

The grant period is for 365 days from the date the grant agreement is executed, subject to appropriation of funds. Successful applicant(s) must be prepared to sign the Grant Agreement within two weeks of notification of award. Should further appropriations be made available or funds from other sources be made available, renewable options may be made available to the successful applicant, or a new grant announcement may be issued. At the discretion of CFSA, and subject to availability of funds, the grant may be extended annually up to four (4) additional years.

Grant Awards and Amounts

CFSA intends to award up to four (4) grants to provide transitional housing and supportive services to families in the Family Treatment Court program. CFSA reserves the right to assign the amount of the award. The total amount available for the grant is \$90,000. The total available for the grant may be increased if additional funds become available. Grant funds are to be used exclusively to fund the monthly cost of transitional housing units and associated supportive services.

Explanations to Prospective Applicants

Inquires regarding this RFA should be sent via email to cfsa.cpa@dc.gov, CFSA Contracts and Procurement Administration. Please reference CFSA-09-RFA-0005 and/or Family Treatment Court Transitional Housing Program in subject line. Inquiries must be submitted on or before **Tuesday, March 17, 2009 at 5:00 p.m.** **Questions submitted after the deadline date will not receive responses.** Responses to all inquiries will be posted on the CFSA website on or before **Tuesday, March 24, 2009**. Prospective applicants are responsible for checking the CFSA website for any additional changes or updates to the RFA and/or the application process.

SECTION II: SUBMISSION OF APPLICATIONS

Application Identification

A total of four (4) copies, including the original and three (3) copies, of the application are to be submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the four (4) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the applicant fails to submit the required four (4) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on Tuesday, March 31, 2009. All applications will be recorded upon receipt. **Applications submitted at or after 5:01 p.m., Tuesday, March 31, 2009, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 5:00 p.m. deadline on Tuesday, March 31, 2009. Applications must be ready for receipt by CFSA. The four (4) copies, including the original and three (3) copies, of the applications **must be** delivered to the following location:

Howard S. Schwartz, Acting Agency Chief Contracting Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

Mail Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., deadline on Tuesday, March 31, 2009 at the above location. Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., Tuesday, March 31, 2009 **will not be forwarded to the review panel by CFSA.**

CFSA will not be responsible for delays or errors in the delivery of application packages.

SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities as outlined in this RFA, and may not be used for direct financial assistance to clients and their families. Funds shall support specific program-related activities for up to twelve (12) months, including costs associated with:

- Security deposit for individual residential units
- Monthly rental cost associated with individual residential units
- Case management of program participants
- Supportive services for program participants (specify service type)
- Staff who will be administering the program (specify percentage of time dedicated to grant-funded activities)
- Provision of child care during parent participation in program activities

Direct costs shall not exceed 10% of the overall budget.

Grant Agreement

Applicant shall be required to sign a Grant Agreement prior to funds being transferred. CFSA reserves the right to require modifications to the program budget prior to award. A Grant Agreement must be finalized prior to **April 30, 2009**.

SECTION IV: GENERAL PROVISIONS

Insurance

The applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. The applicant shall maintain general liability insurance, consistent with District law.

Audits and Disallowances

Each Grantee shall have an annual audit performed by an auditor who is independent from the staff person who authorizes expenditure of project funds. Whenever an audit shows that an expenditure not allowable under the grant has been charged to the grant or that the Grantee has otherwise failed to discharge its obligation to account for the expenditure of grant funds, the Grant Officer shall disallow the expenditure of the funds.

At any time or times within the next twenty-four (24) months, CFSA may request the successful applicant's expenditure statements, source documentation, and other audited financial records. By submission of their application, Applicants agree to comply with 29 DCMR § 8213.1 which requires grantees to maintain documents for three years from grant close-out.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these Family Treatment Court Transitional Housing Program grant funds.

SECTION V: PROGRAM SCOPE

Program Description

The D.C. Child and Family Services Agency (CFSA) investigates reports of child abuse and neglect, and provides child protection. Services include foster care, adoption, and supportive community-based services to enhance the safety, permanence, and well-being of abused, neglected, and at-risk children and their families in the District of Columbia. We seek to achieve the highest quality of community-based services, to increase the number of families who receive community-based preventive and support services, and to expand the network of resources providing services to at-risk children and their families.

When children of drug dependent mothers or female caretakers enter the foster care system, the Family Court of the District of Columbia and the District's child welfare system are faced with the difficult challenge of taking the necessary steps to ensure that children are protected, as well as ensuring that reasonable efforts are made to keep families intact, or by providing services to ameliorate the reason for the families' court involvement. In an effort to better serve female drug

dependent caretakers with active child neglect cases and assist them with enhancing their parenting skills, the Family Court has partnered with key District health and human services agency stakeholders to develop a Family Treatment Court (FTC) in the District of Columbia. The mission of the FTC is to promote safe and permanent homes for children by working collaboratively with stakeholders to develop readily accessible services that are based on a continuum of care that is culturally competent, family-focused and strength-based. This collaborative effort allows the Family Court and the District's social services agencies to better monitor a drug dependent parent's progress in drug treatment and enhance the possibility of family reunification between neglected children and their parents. The Family Treatment Court successfully completed its pilot stage in June 2004 and is now a fully operational program.

The FTC is a court-supervised, comprehensive, culturally specific and holistic, substance abuse treatment program for drug dependent participants whose children are the subject of a child neglect case. Those selected for participation in the program receive intensive drug treatment; individual and/or family counseling. The goal is to help the individual become abstinent from drug use and to promote emotional, financial and personal self-sufficiency leading to enhanced parenting and coping skills. The target population for the FTC is female parents or female caretakers, eighteen years and older, who are the subject of a neglect petition where a determination is made that a nexus exists between parental substance abuse and the neglect charges. This case category was targeted to enhance participants' chances of reunification by providing front-end services and to permit compliance with the timelines mandated by the Adoption and Safe Families Act.

Upon completion of up to six (6) months of residential substance abuse treatment, participants are discharged into community-based continuing care for a minimum of six (6) months. Families who are unable to identify permanent housing at the time of discharge from the residential facility may be referred to the FTC Transitional Housing Program. The mission of the FTC Transitional Housing Program is to develop partnerships with homeless women and their children to empower them to attain lasting stability in housing, work, recovery and contributing to their communities. Transitional Housing Program staff seek to provide intensive support services to assist families to achieve and maintain these goals.

The Agency will competitively award up to four (4) grants to organizations who meet the program needs of CFSA, and who demonstrate commitment to implementing the program measures. CFSA has initially targeted a minimum of six (6) families to be served.

Grants are for a limited period of time (not to exceed twelve months) and organizations are required to demonstrate how families will be maintained in the transitional housing program beyond the period of CFSA funding. Applicants must demonstrate how grant funding supports the expansion or enhancement of existing services, or the development of new programs, and meets an identified need in the target population. If the proposed model is one component of a larger program, the Applicant shall clearly describe their overall program budget and demonstrate alternative funding sources.

For the purpose of this initiative, the families receiving services will be monitored to determine

whether the services provided have an impact on the incidence of child maltreatment, and parent and child outcomes. Preference will be given to those programs that demonstrate on-going support for families beyond the period of CFSA funding. CFSA's intent is that the families in the FTC Transitional Housing Program will gain the skills and supports they need to maintain safe, stable and permanent living environments for themselves and their children.

Program Objectives

CFSA proposes to use funds to create a Transitional Housing Program for families who are completing residential treatment in the Family Treatment Court. The target population for the Transitional Housing Program includes families screened and accepted for participation by the Family Treatment Court Coordinator, CFSA and the Grantee. Applicants must be committed to identifying and developing permanent supports for families that may endure long after services end.

The short-term outcome of the FTC Transitional Housing Program is to ensure families remain intact through the provision of short-term housing and supportive services. The desired long-term outcomes include permanent housing, stable employment and/or education situation, stability in recovery, improved parenting skills, and contribution to the community.

Applicant Responsibilities

In its proposal, the Applicant must demonstrate the ability to provide services tailored to the target population under the Family Treatment Court Transitional Housing Program grant. In meeting those ends, the Applicant must meet, at a minimum, the following requirements:

1. The Applicant's program must be designed to meet the capacity requirements as outlined in the Program Scope.
2. Nothing in this RFA should conflict with any existing agreement between the Applicant and the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves the Applicant of any agreement or obligations with CFSA (see p. 8).

The successful applicant must also:

1. Complete three (3) hours of orientation provided by CFSA, which includes:
 - o background on the population of children served by CFSA;
 - o elements of child abuse and neglect;
 - o the laws surrounding confidentiality and privacy;
 - o written materials summarizing the training.
2. Comply with the administrative, reporting and evaluation requirements of a grant agreement.
3. Abide by the confidentiality laws of the District.
4. Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).

5. Show and maintain proof of insurance that meets the requirements set forth herein.
6. Comply with 29 DCMR, Chapter 82.

The provisions of this Grant Agreement shall be governed and construed under the laws and regulations of the District of Columbia. The Grantee agrees to comply with the confidentiality statutes in the D. C. Official Code, as well as other applicable child protection laws including, but not limited to, mandated reporter statutes.

By submission of its application, the Applicant is certifying and agreeing that with respect to all its employees, under the grant it shall, not less than thirty (30) calendar days after a grant award comply with 29 DCMR § 8207 (Certification of a Drug-Free Workplace). Within fifteen (15) calendar days of grant award, Grantees shall submit a detailed work plan for the award year, including all relevant action steps, responsible parties, outcomes and deliverables.

Confidentiality of Records

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons (see D.C. Official Code §§ 4-1303.06 and 4-1405). The Applicant must demonstrate an ability to maintain the confidentiality of a family's information and to report the information specified below to CFSA. Specifically, the Applicant must agree to and to abide by the following conditions:

- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person in violation of D.C. Official Code § 16-2363 shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both (D.C. Official Code § 16-2364).
- Whoever willfully disclosed, receives, makes use of or knowingly permits the use of confidential information concerning a child or individual in violation of D.C. Official Code §§ 4-1301.02-4-1305.09 shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1000.00 (D.C. Official Code § 4-1303.07).
- All project staff, prior to engaging in work with CFSA and referral families, shall sign a confidentiality statement. Prior to service initiation, Grantees shall submit a signed confidentiality statement for each current staff person who will be working on the Family Treatment Court Transitional Housing Grant.

Staff Requirements

The applicant shall retain and maintain documentation that its staff and any volunteers who are assigned to the FTC Transitional Housing Program possess adequate training and competence to perform the duties to which they have been assigned.

The applicant shall ensure that all employees, consultants and sub-contractors have been cleared

through the Child Protection Registry and the Police Department of the jurisdiction(s) in which the staff member resided during the five years prior to employment under this grant, as well as cleared through the District of Columbia Metropolitan Police Department, and the jurisdiction in which they will be providing services. This information shall be provided to CFSA prior to the initiation of services.

The Applicant shall maintain a complete written job description covering any positions funded in whole or in part through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and/or stipend allowance, and performance evaluation criteria. If hiring staff for this grant project, the Applicant shall obtain written documentation of work experience and personal references.

The Applicant shall maintain an individual personnel file for any project staff member which will contain the application for employment, references, applicable credentials/certifications, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment or the grant program. All of these personnel materials shall be made available to the Grants Monitor upon request.

Training

The applicant will be responsible for ensuring staff training and development policy and procedures are, at minimum, in compliance with licensure regulations and CFSA guidelines. The applicant shall ensure training to program staff on relevant child welfare topics, the provision of community-based services, and on topics relevant to recovery and parent-child interaction.

Performance Standards and Quality Assurance

The applicant shall monitor and evaluate all program activities. At a minimum, the program evaluation shall include a review of the appropriateness, quality and timeliness of each service.

The applicant shall be responsible for specific documentation of transitional housing and supportive services provided to the family, and updates on both progress as well as any issues which may arise. The applicant shall involve the families in the development of project evaluations. When feasible, grant activities shall reflect concerns and suggestions offered by the families.

Reports

The applicant shall submit monthly reports to the Family Treatment Court Coordinator and the Grant Officer by the 10th day after the end of each month of service regarding status of

the funds expended and each family served. At minimum, the reports shall include:

- Grant expenditures to date (broken down by category);
- The family's demographic information;
- Details of services currently being provided;
- Level of client participation;
- Readiness to exit the program (when appropriate);
- Incidence of child maltreatment;
- Identified goals for the parent/family;
- Progress toward goals including identification of permanent housing; and
- Potential challenges or barriers and recommendations for improvement.

At any time, providers may be requested to furnish additional detailed information for the Court or CFSA concerning client performance in the program. CFSA reserves the right to review the case files, upon reasonable notice.

The applicant shall submit to the Grant Officer at CFSA a final report no later than ninety (90) days after expiration of the Grant Agreement, summarizing all expenditures, service delivery data, comparison of actual accomplishments to the established goals for the reporting period, statement of why established goals were not met, analysis and explanation of unexpectedly high costs that exceed the grant budget, other issues and recommendations.

The applicant shall report "unusual incidents" by fax and by telephone to the Grant Officer within 24 hours of the event. Further and subsequent written description shall be provided as requested by the Grant Officer. An unusual incident is any event that is significantly different from the regular routine or established procedure for the child, the birth parents or staff. Examples of unusual incidents include, but are not limited to, death; injury; the child or parent's unexplained absence; fire, theft or destruction of property; sudden, serious problems in the facility; requests for information from the press, attorneys, or government officials outside of CFSA; or behavior requiring attention of professionals who are not usually involved in the child or parent's care. All allegations of suspected or known child abuse or neglect must be immediately reported to the CFSA child abuse and neglect hotline at (202) 671-SAFE (7233).

Records

The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of activities.

The applicant shall provide the Grant Officer, and other authorized representatives of CFSA and the District Government, access to project and financial records as may be requested for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff. The applicant shall retain records for at least three (3) years following final closeout of the grant. The applicant shall in its application demonstrate an ability to ensure the confidentiality and security of records.

Monitoring

CFSA shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. The Grant Officer or her designee will make periodic scheduled meetings with the applicant to discuss the scope of work in relation to the services rendered to the target populations, and the relative success thereof.

The Grantee will provide the referral protocol and criteria for service eligibility for their respective program. This will include a complete application package and resident handbook.

Evaluation

The Grant Officer shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered to the target populations. The applicant shall cooperate fully in such evaluation. A primary goal of CFSA's contract reform initiative is to develop a performance-based system of evaluation that ensures accountability, cost-effectiveness of service provision, and achievement of positive outcomes for children, youth and families. CFSA plans to hold providers accountable for improving the quality of services delivered and, over time, for achieving selected outcomes for safety, permanence and well-being.

SECTION VI: REVIEW AND SCORING OF APPLICATIONS

Review Panel

All grant applications will be reviewed by a panel. The review panel will be composed of qualified professionals who have been selected for their expertise and knowledge in the child protection system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA shall make the final funding determination(s).

Scoring Criteria (Total 60 Points)

Proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Theoretical and Technical Soundness of the Proposal (Total 20 Points)

1. The proposal clearly lays out how the target populations will be served, how the grant monies will be spent, and the measures which will be put in place to monitor and measure the outcomes. **(10 Points)**

2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and outcomes consistent with program requirements presented in the Program Scope. **(5 Points)**
3. The application includes a clear and definitive plan to evaluate the project's effectiveness and determine the extent to which objectives and resulting outcomes are accomplished. **(5 Points)**

Criterion B: Organizational Capability and Relevant Experience (Total 25 Points)

1. The applicant demonstrates the knowledge and experience relevant to transitional housing, substance abuse, child welfare issues, and in serving the target population. **(10 Points)**
 - The applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.
 - The applicant has relevant experience with the population.
 - The applicant has the capacity to provide the services.
2. Cultural competency and appropriateness (e.g., racial, ethnic, economic, gender, age, disability, language, religious, sexual identity) of services proposed are demonstrated. **(5 points)**
 - The applicant has identified and has demonstrated an understanding of issues affecting the target population.
3. Capacity to administer the proposed program is demonstrated. **(10 points)**
 - The applicant demonstrates the organizational capacity to deliver, monitor and administer the services.
 - The applicant demonstrates the capacity to deliver services in the natural environment of the target population.

Criterion C: Sound Fiscal Management and Reasonable Budget (Total 10 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. **(5 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget should also reflect the number of families expected to receive services as a result of this grant. **(5 points)**

Criterion D: Overall Feasibility of the Project (Total 5 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant, and that the project is compatible with the mission of the organization. Further, applicant will demonstrate the quantifiable increase in families served, based on the grant award. Maximizing the number of families served in the target population is a primary goal of this RFA. **(5 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA. After reviewing the recommendations of the review panel and any other information considered relevant, the Director of CFSA, or his designee, shall decide which applicant to award funds to and the amount(s) to be funded. The award may reflect overall numbers, or be target population specific.

SECTION VII: APPLICATION FORMAT

Applicants are required to follow the format below and each proposal must contain the following information:

- ☐ Applicant Profile (See Attachment A)
- ☐ Table of Contents
- ☐ Application Summary (Not to exceed 1 page)
- ☐ Project Narrative (Not to exceed 10 pages)
- ☐ Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- ☐ Staffing Plan (Not counted in page total, See Attachment C)
- ☐ Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- ☐ Appendices (Program application; client handbook) (Not counted in page total)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended for that section.

Proposal must be double-spaced and numbered pages on 8^{1/2} by 11-inch paper. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Understanding needs of target population(s) to be served;
2. Program objectives for the RFA;
3. Specific service/programs to be provided;
4. Work plan for activities;
5. Number of clients to be served;
6. Cultural competency and appropriateness;
7. Extent to which access barriers for the target population will be addressed;
8. How funds will be distributed consistent with the grant and monetary expenditures; and
9. Quality assurance mechanisms, including outcome measurement.

Organization, Experience and Qualifications of Applicant

The applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the

budget. The narrative should clearly state how the applicant arrived at the budget figures.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may, but are not required to, include are:

- Audited financial statement(s);
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);

SECTION VIII: LIST OF ATTACHMENTS

Attachment A:	Applicant Profile
Attachment B:	Original Receipt
Attachment C:	Staffing Plan
Attachment D:	Budget

**ATTACHMENT A
APPLICANT PROFILE**

**Family Treatment Court Transitional Housing Program Grant (RFA):
#CFSA-RFA-09-0005**

Applicant/Organization Name:

Type of Entity: For-Profit _____ Non-Profit _____ Other _____

Contact Person:

Office Address:

Executive/Director/President

Date

Phone/Fax:

Website URL:

Total Number to Be Served By Project: _____

Total Funds Requested:

Program Description:

Authorized Signature: The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

ATTACHMENT B

ORIGINAL RECEIPT

Howard S. Schwartz, Acting Agency Chief Contracting Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

**FY2009 Family Treatment Court Transitional Housing Program Grant (RFA):
#CFSA-RFA-09-0005**

CHILD AND FAMILY SERVICES AGENCY IS IN RECEIPT OF AN APPLICATION
FROM:

(Contact Name/Please Print Clearly)
(Organization Name)
(Address, City, State, Zip Code)
(Phone/Fax)
(Program Area)
(Amount Requested)

CFSA USE ONLY

(1) ORIGINAL APPLICATION and (5) COPIES.

RECEIVED ON THIS DATE / /2009
Please Indicate Time:

Received by: _____

**APPLICATIONS RECEIVED AFTER 5:00 PM WILL NOT BE FORWARDED TO THE
REVIEW PANEL**

ATTACHMENT C
STAFFING PLAN

Director Signature: _____ Date:

**ATTACHMENT D
BUDGET**

Agency:

Date of Submission:

Project Manager:

Budget:

Telephone #:

Security Deposit	
Rent	
Furniture*	
Supportive Services	
TOTAL	

*Furniture allowances will only be considered for programs whose current transitional housing program does not include furnished units. For those programs where units are not furnished, the furniture allowance shall not exceed \$750 per unfurnished unit. The furniture allowance may not be used to purchase items for use outside of the individual unit. Furniture purchased under the grant agreement remains the property of CFSA and its use following the discharge of a family from the transitional housing program shall be at the discretion of CFSA in consultation with the Family Treatment Court Coordinator.